

Orange County Public Schools



AlphaSmart /Neo

Created by
Assistive Technology Team

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AlphaSmart Live Saver Cards
Folder: Read and Writing

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Cathy George, SLP

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<http://teachers.ocps.net/atteam>

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AlphaSmart or Neo QuickStart

The AlphaSmart or Neo is a battery-operated word processor that provides text entry and editing. Eight word processing files can be transferred to a Macintosh or PC for formatting and printing. It stores up to eight files in the F1—F8 function keys.

Basic Operation

1. Turn on AlphaSmart or Neo.
2. Select blank file by pressing F1—F8
3. Type a document. The document is automatically saved under the F# key until you erase it.
4. Send a file to your computer by opening a word processing file on your computer, hooking up cable from AlphaSmart or Neo to the USB port on your computer, then pressing send on the AlphaSmart/Neo keyboard.
5. Disconnect cable from the AlphaSmart/Neo Then you can do any editing or spell checking in your word processing program on the computer and print your document.
6. To erase a file on the AlphaSmart or Neo, select the file (F# key), then press the *Clear file* key.
7. Turn off AlphaSmart or Neo.

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NEO Additions

The Neo has additional features that the AlphaSmart did not:

Six Font Sizes(system, small, medium, large, very large, extra large)
Character, Word, Paragraph, Page Count, Screen Contrast Settings, Linked Files
Alphasmart Manager Software, Built-in Thesaurus

Basics

Change Font Size:

Select Applets Key
Use down arrows to Control Panel,; to select press enter
Use down arrow keys to Change Default SmartApplet font
Use down arrow key to select font
Press ESC to go back, then select AlphaWord Plus, and enter

Use Thesaurus

Press CNTRL + T (or position cursor in middle of word, then press CNTRL + T)
Enter a word and hit enter to get synonyms and antonyms

Character, Word, Paragraph, Page Count

Press CNTRL + W

Screen Contrast

Select Applets Key
Use down arrows to Control Panel,; to select press enter
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AlphaSmart/NEO—Did you know?

Disable Spell Check

*-option-spellcheck (you will need master password to disable)

Data Recovery

Option-* -R

Changing Keyboard Options

Option-* -L

1 = QWERY

2 = Dvorak

3 = One-handed, right

4 = One—handed, left

You can pop off the keys and change them around.

Clear all files

Option-* -control-shift-clear file

Keyboarding Timer

- *-find
- Start typing
- CTRL , will give the elapsed time and wpm
- To start the timer again press return
- Esc- to exit

Special Keyboard Functions

Options-* -K

- Auto Repeat: press 1
- Sticky Keys press 2
- Show Marks press 3

Changing files when attached to a computer

Mac: Option-* - F? (F?=file #)

PC: *-F? (F?= file #)

Hint: To maximize the battery life, use good batteries, new dollar store batteries may not work

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AlphaSmart 3000— USB information

Downloading with the USB cable is the same as using a PC Y cable, but you need to know the following:

- It DOES NOT WORK with Windows 95 or older system software.
- The cable is the same for both Mac and PC.
- Standard A-B USB cables purchased in computer stores may be used.
- For most computers plugging in the AlphaSmart with the USB cable the first time you should get a wizard to walk you through loading the correct driver, the correct driver is called the "Human Interface Driver", on some older versions of system software this driver is not automatic and you will need to call AlphaSmart Technical Support to email or send you the drivers.
- Troubleshooting Tip: If these methods don't work, try hooking up USB cable before turning on computer.

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- Troubleshooting Tip: If these methods don't work, try hooking up USB cable before turning on computer.

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Get Utility

Get Utility works with AlphaSmart 2000, 3000 allows information to be transferred from the computer to the AlphaSmart. This is good for tests and templates. It must be installed on your computer.

- Open Get Utility
- Plug in your AlphaSmart
- Open the file you wish to transfer information from.
- Highlight and copy text.
- Turn on AlphaSmart
- Click on Get Utility, you should see the text you copied from your file
- In Get Utility, Pull down and select the AlphaSmart file you want the text to go to.
- Send text to AlphaSmart
- Unplug AlphaSmart

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- Unplug AlphaSmart

AlphaSmart Manager

AlphaSmart Manager works with AlphaSmart 3000 and the Neo to allow information to be transferred from the computer to the AlphaSmart. This is good for tests and templates. It must be installed on your computer.

- Open the word processor file on your computer you wish to transfer information from. Highlight and copy text.
- Open AlphaSmart Manager, paste your text into Manager window; you should see the text you copied from your file
- Select file # on the AlphaSmart/Neo where you want to send text
- Click on the SEND LIST tab and verify the file you want to send appears in Send List Display
- Click Send
- Unplug AlphaSmart/Neo
- Open file, transferred text should be there.

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- Open AlphaSmart Manager, paste your text into Manager window; you should see the text you copied from your file
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- Click on the SEND LIST tab and verify the file you want to send appears in Send List Display
- Click Send
- Unplug AlphaSmart/Neo
- Open file, transferred text should be there.

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Neo Ordering Information

Vendor: AlphaSmart, a division of
Renaissance Learning, Inc. P.O. Box 8036
Wisconsin Rapids, WI 54495-8036
FAX 877-280-7642
PHONE 888-274-0680

www.Alphasmart.com

Order #	Description	Price
NE40CWSG	Neo with Co:Writer pre-installed	\$368
AA122-NE40	Neo by AlphaSmart	\$229
AA122-SMTKW34SG	KeyWords SmartApplet	\$ 39
STR-CC03	Carrying Case	\$ 20
WTYNE4001	Extended Warranty(1 year)	\$ 25

Extra Cables as needed:

CBL-UT32	USB Cable	\$ 10
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AlphaSmart Keyboard Shortcuts

Calculator	ctrl-cmd-C
Clipboard	ctrl-shift-option cmd C
Clear All Files	shift-ctrl-option-cmd-clear file
Cut	cmd-X
Keyboard Timer	cmd-Find
Paste	cmd-V
Clear File	option-cmd-clear
Recover File	ctrl-shift-option-cmdR
Select All	shift-any arrow key
Spell Check	option-cmd-Spell Check

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Clear File	option-cmd-clear
Recover File	ctrl-shift-option-cmdR
Select All	shift-any arrow key
Spell Check	option-cmd-Spell Check

Co:Writer Smart Applet

Co:Writer is a word prediction software that can be loaded into the AlphaSmart 3000 or Neo. It predicts words in grammatical order.

- Turn on AlphaSmart
- If Co:Writer is active, a message will appear when you start up AlphaSmart.
- If not, select Applets from the top row of keys, second key from the right.
- Select Co:Writer Applet using arrow keys to go up or down, then hit ENTER to take you back to the writing screen.
- If word prediction does not appear, press the (plus sign) + on the keyboard to activate.
- If word does not appear in the list, press the first letter of word you want, if word still does not appear, press second letter of word, etc.
- To temporarily turn off Co:Writer, press ESC.

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